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Samford University’s Dietetic Internship Program has applied for the status of Candidacy for Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600 or 312/899-0040 ext. 5400, acend@eatright.org
Welcome to the Samford University Dietetic Internship

Samford University, the 87th oldest university in the United States, is a private Christian university that was founded as Howard College in Marion, Alabama in 1841. The campus was moved to Birmingham in 1887, and in 1965 the school was re-named "Samford University" to honor benefactor and trustee Frank Park Samford. The university’s unparalleled beauty rests on 212 rolling acres of lush lawns and well-maintained gardens in the picturesque hills of Homewood, Alabama, a suburb of Birmingham. Showcasing one of the most distinctive examples of Georgian style architecture in the United States, it was described as the “Williamsburg of Alabama” when the present campus opened in 1957. From its meager beginnings in Marion with only 31 students, Samford is now home to almost 5,000 students and commands a rank of 3rd in the South in the 2014 U.S. News and World Report’s annual college rankings, and is the highest ranked university in Alabama in any peer group.

Founded by the Alabama Baptists, it maintains that affiliation today, extending and enhancing their original commitment by developing and maintaining in the campus community an exemplary Christian ethos and culture. The rich beauty, history and traditions of Samford University are presented on the university’s website.

Samford University serves students through the following organizational units:

- Howard College of Arts and Sciences
- Brock School of Business
- Cumberland School of Law
- Orlean Bullard Beeson School of Education
- School of the Arts
- Beeson School of Divinity
- College of Health Sciences

The College of Health Sciences is comprised of four major academic units, bound together by the Center for Faith and Health, which serves to put skills and knowledge in action through service, outreach, and unsurpassed care for the human condition:

- Ida V. Moffett School of Nursing
- McWhorter School of Pharmacy
- School of Health Professions
- School of Public Health

The School of Public Health houses the Department of Nutrition and Dietetics, including the Internship Program in Nutrition and Dietetics.
Samford University Mission and Vision

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the Community will be: innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

University Core Values

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord.
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty, and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community.

Mission

The mission of the Samford University Dietetic Internship is to produce entry level dietitians who are resourceful leaders effectively serving the nutrition needs of diverse persons in their communities, states, and around the world with integrity, compassion, and respect.

The DI at Samford University is designed to provide the knowledge, practical skills, and professional values to meet the standards of education and core competencies for registered dietitians established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. The internship provides a concentrated experience in community nutrition and public health. It integrates four didactic courses with supervised practice in a planned progression of learning activities designed to advance interns’ ability to function as leaders in their profession, advocates for better health for diverse members of society, and compassionate providers of nutrition care and education. Samford’s DI is committed to the enhancement of quality of life for individuals, communities, and global societies through service and through the nourishment of body and spirit.

Upon completion of the program, graduates will be prepared to work with key leaders to influence policy and legislation, and to develop quality programs to improve health behaviors and influence health outcomes in response to the needs of the broader society in which they work and live.

<DI Internship Handbook>
Program Goals and Objectives

Program Goal 1
Prepare graduates who are competent for entry-level practice as registered dietitians (RD) in all core competencies and in the concentration area of community nutrition and public health.

Program Objectives for Goal 1
- Over a 5-year period at least 80% of graduates will pass the registration examination for dietitians on the first attempt.
- Over a 5-year period at least 80% of graduates who do not pass the registration examination on the first attempt will pass the exam within 12 months of program completion.
- At least 90% of interns will complete the internship program requirements within 18 months (or 150% of the anticipated 12-month program duration) of admission to the program.
- For graduates seeking employment, at least 80% will obtain dietetics-related positions within 12 months of program completion.
- At completion of program, at least 80% of graduating interns will indicate they are “satisfied” or above with the quality of their preparation for professional practice by the internship program.
- On the alumni survey one year post program completion, graduates will rate themselves as “prepared” or above in 80% of entry level competencies which are related to their present job.
- One year after program completion, 50% of graduates responding to the alumni survey will be practicing in the setting of community nutrition or public health.
- In their first year of employment, program graduates will be ranked “above average” or higher by at least 80% of employers on professional knowledge and skills expected in entry-level dietitians.

Program Goal 2
Prepare entry-level dietitians who are able to work with individuals from diverse economic, ethnic, and educational backgrounds.

Program Objectives for Goal 2
- At completion of program, graduating interns will rate the internship experience as improving their skills in delivering information, products, and/or services to a culturally diverse population at “significant” or higher.
- Over a 5-year period at least 50% of graduates will report engagement in professional and/or volunteer work with culturally diverse populations, groups, and/or individuals.

Program Goal 3:
Produce graduates who are confident leaders capable of effective advocacy and beneficial service on behalf of the community and the dietetics profession at large.

Program Objectives for Goal 3:
- At completion of program, at least 80% of graduating interns will indicate improvement in their leadership ability as “significant” or higher.
- At completion of program, at least 80% of graduating interns will indicate improvement in their advocacy skills as “significant” or higher.
- Over a 5-year period, at least 80% of graduates will report leadership service in the dietetics profession and/or the community at large.
- Over a 5-year period, at least 80% of graduates will report collaborative work with others which produced a positive health benefit to the community at large.

<DI Internship Handbook>
• Over a 5-year period, at least 80% of employers will rank program graduates “above average” or higher on leadership.

Dietetic Internship Completion and Verification Statement
Verification of successful completion of the DI will be given to all interns who complete all didactic and supervised practice components according to the established performance requirements. Verification statements and other required information will be submitted to the Commission on Dietetic Registration (CDR) to establish eligibility to sit for the RD Exam. Copies of the Verification Statement are also provided to interns to use for state licensure applications and proof of registration eligibility for potential employers.

After completing the DI, graduates will be competent to function as entry-level dietitians, but must obtain state licensure (if applicable) and pass the national registration examination for dietitians within a certain time period as specified by a new employer.

State Licensure - Can be obtained as soon as the Verification Statement is provided. Application should be made to the State Board of Examiners for Dietetics Licensure in the state in which the interns plans to practice. For dietetics practitioners in Alabama, this is the Alabama State Board of Examiners for Dietetics/Nutritionists. The website will provide directions and forms required for license application. A current state license allows for the use of the professional suffix “LD” (licensed dietitian), or “LDN” (licensed dietitian nutritionist) for a temporary time period while preparing for the RD exam. During the time you have only your state license, you should sign professional documentation, such as medical records notation, as follows:
Donna Dietitian, LD OR Donna Dietitian, LDN

RD Credentialing - Employers usually will allow six months to one year for successful passage of the RD Exam. Passing the RD exam grants the privilege of using the professional suffix “RD” (registered dietitian) or the recently adopted “RDN” (registered dietitian nutritionist). The RD / RDN credential signifies that an individual has undergone the appropriate education, training, and mentoring to protect the safety of the public where food and nutrition issues are concerned, and indicates to the public that the individual is the recognized nutrition expert. Once you have successfully completed the registration exam, you will sign your name as:
David Dietitian, RD, LD OR David Dietitian, RDN, LDN

It is likely you will continue to accrue advanced degrees and certifications in your career. For guidelines on the appropriate order for credential placement following your name, see the Commission on Dietetic Registration (CDR) website’s Guidelines for Credential Placement.
Admission Requirements

Samford’s dietetic interns are expected to be independent self-starters who are flexible, passionate about their chosen profession, and willing to excel above the minimum performance standards. The internship program expects to cultivate confident leaders who are excellent communicators and respectful to the needs and desires of others.

Qualified applicants to the Samford DI must have:

- Minimum of a baccalaureate degree from an accredited college or university
- Official Verification Statement of Completion or Declaration of Intent to Complete from an accredited DPD, with original signatures, issued within the past five years.
- Official transcripts of all prior academic work from all colleges and universities attended.
- a minimum cumulative GPA of 3.0 on a 4.0 scale
- a minimum GPA of 3.2 on a 4.0 scale for all major courses
- a minimum science GPA of 2.75 on a 4.0 scale
- GRE or MAT within the past 5 years*
  - GRE Minimum scores: Verbal: 153; Quantitative: 144; Analytical: 4.0
  - MAT Minimum Score: 402
  - * The MAT or GRE is waived if the applicant has successfully completed a graduate program with a cumulative GPA of 3.0 or above.
- Technology fee of $150
- Application form
- Resume / portfolio
- Letter of application and career statement
- Recorded personal interview via LikeLive online video software which will be reviewed by the Internship Admissions Committee; the interview process will require the use of a computer connected to the internet and a webcam. A high speed internet connection and use of a laptop or desktop computer is suggested. Applicants with visual or hearing impairment will be accommodated as is appropriate, and must make special requirements known to the DI Director early in the application process.
- 3 Letters of Reference: two references must be from a prior faculty member, academic advisor, or other professional who has supervised the applicant’s academic studies; the other reference may be from an employer or other who can provide a knowledgeable testament regarding character, ethics, responsibility, potential for success, and other attributes which predict an applicant’s favorable performance in an internship.
- Good written and verbal communication skills in English; for international students or American citizens learning English as a second language, a Test of English as a Foreign Language (TOEFL) score of 550 (paper), 213 (computer), or 80 (internet) or better.
- If accepted, a non-refundable fee of $500 is required to secure admission into the program. This fee is applied to the first semester’s tuition.

Applicants to Samford’s DI program must complete the online centralized internship application, DICAS. The fee to use DICAS is $40 for the first application submitted and $20 for each additional internship application. All application materials become the property of the Dietetic Internship at Samford.
**University and will not be returned. Digital Matching:** Applicants must also register online at D+D Digital for computer matching and select dietetic internship priority choices. There is a $50.00 computer matching fee.

Priority consideration will be given to applicants who have:
- passed professional nutrition courses (community nutrition, food service, and medical nutrition therapy with a “B” or higher
- 150 hours or more dietetics-related and/or food service work experience, volunteer or paid
- service work in the community
- clear professional goals stated in their career statement
- strong letters of application
- professional presentation and communication skills demonstrated in the video interview

**Program Options**
The DI is a full-time program which is completed in approximately 12 months, commencing in the spring semester, with full-time enrollment in the summer term, and completing by the end of the fall semester. It admits students who will be based locally on the campus, as well as distance interns.

**Preselect for Current Samford University Students**
The DI has a preselect option for Samford University seniors majoring in Nutrition and Dietetics who wish to continue their education toward a graduate degree at Samford University. Interns admitted via the preselect option will be eligible for placement in either the on-campus or distance track. The preselect application and admission process will be conducted during the latter half of the fall semester of the senior year. Applicants will be notified of acceptance in the first two weeks of January. They will graduate the following May and will be admitted to the DI the following January. Applicants not admitted through the preselect option are still eligible to participate in the DICAS spring match cycle. Full acceptance via the preselect process is conditional on maintaining competitive performance in coursework, continued adherence to all university policies for academic integrity as set forth in the Samford University Student Handbook, adherence to individual class policies as set forth in class syllabi, and successful graduation and DPD verification. Requirements for application to the Preselect option are the same as for all applicants, except preselect applicants do not have to participate in DICAS or D&D Digital Matching.

**Academic Credit**
The curriculum awards a total of 25 credit hours for successful completion of didactic and supervised coursework.

**Recency of Education**
Potential applicants who have completed DPD programs five or more years prior to application to the internship will be required to update their core knowledge with additional coursework and/or qualified professional experience in nutrition and/or foodservice in order to be eligible to apply to the DI at Samford University. Academic coursework will be recommended based on the applicant’s academic and professional experience, and must be accomplished through an ACEND-accredited nutrition and dietetics program. All courses to satisfy recency of education requirements must have been completed within the last five years and prior to beginning the internship. Approval of coursework/professional experience will be at the discretion of the Internship Director.
Policy Statement on Prior Assessed Learning
The Samford DI has a process for granting internship credit in specific rotations of the internship based on an assessment of prior learning or competence. An intern’s previous work, long-term volunteer experience, and/or achievement may qualify for PAL credit if learning which meets core competencies for registered dietitians can be demonstrated. Coursework in dietetics education or other academic programs is excluded from PAL. The formal policy on Assessment of Prior Learning for Internship Credit is located in the Appendix.

Procedures:
PAL application is made after an applicant is officially appointed to the Samford DI (after D&D Digital matching process is complete). Applicants will be directed to the PAL application directions and materials on a secure area of the Samford DI website. Completed application materials must be submitted to the DI Director no later than one month (30 days) prior to the beginning date of the initial internship semester.

PAL application materials may be submitted via email to DI Director Mrs. Debra Morrison at dmorris1@samford.edu, or via mail to:

Mrs. Debra Morrison, Dietetic Internship Director
SAMFORD UNIVERSITY
800 Lakeshore Dr.
Birmingham, AL 35229

The DI Director will lead a faculty review of all submitted PAL forms and determine if and how much credit will be given. Additional documentation or clarification may be requested. Calls, e-mails or letters will be sent to contact persons listed on the applicant’s documentation to verify prior learning activities.

PAL Credit Rubric
Foodservice Management Supervised Practice
6 months-1 year work experience = up to 40 hours PAL credit
1-5 years work experience = up to 200 hours PAL credit
The supervised practice in Child Nutrition Programs/School Foodservice is not eligible for PAL.

Community Nutrition/Public Health
1+ years work experience = up to 100 hours PAL credit

Total rotation time credited for PAL may not exceed 300 hours. Tuition and fees for the internship remain the same regardless of the amount of PAL credit awarded. Although interns will still receive the full 25 internship credits, there will be a notation on the official transcript stating the hours that are waived due to PAL credit.

Expected Costs:
TUITION AND FEES 2013-2014
Expenses:
- Tuition: $19,050 for onsite and distance tracks ($762/credit X 25 credits)
- If accepted, a non-refundable fee of $500 is required to secure admission into the program. This fee is applied to the first semester’s tuition.
- Background Check Fee: (varies)
- Drug Screening Fee: $40 each time
• Liability Insurance: approximately $35 *Securing insurance is the responsibility of the intern
• Health Insurance: Varies *Securing insurance is the responsibility of the intern
• A.N.D. Student Membership: $50/yr
• Local Dietetic Association Membership: Varies, usual range $25-35/yr
• Physical Exam: Varies
• Lab Coat (2): approx. $100
• DICAS - $40 for the first application submitted; $20 for each additional internship application.
• D&D Digital Matching: $50.00 computer matching fee.
• Conferences/Meetings: Students will be highly encouraged to attend with faculty:
  o Academy’s Public Policy Workshop in Washington DC, which is held in early spring. Costs for the 2014 conference were: $300-350 Registration + $~200/night hotel + airfare + meals
  o Academy’s Food and Nutrition Conference and Exhibition (FNCE), which is held in the fall. The 2015 meeting will be Oct. 3-6 in Nashville, Tennessee. This is a driveable distance from Birmingham, saving airfare. Other costs are estimated at: $300 Registration + $150-225/night hotel + meals.
• Housing, varies
• Transportation: Mass transit is not readily available in Birmingham. Private vehicle is required. Gas costs will vary.
• Technology: laptop or PC is required

Housing & Board for Onsite Interns
Interns based locally will need to make arrangements for housing suitably close to the campus in Homewood. Information on local apartments and condos for rent is available on the Apartment Guide website.
A variety of campus meal plans are available to all students, with the menu of plans/costs for 2013-14 shown in the table below. Detailed information about campus dining services and meal plans is available in the University Student Handbook. The food industry in the State of Alabama is vibrant and diverse, with many exceptional local restaurants and top-drawer chefs who have established international reputations. A great introduction to the Alabama food scene can be found on the Alabama Food website.

Meal Plans

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<th>Meals/week</th>
<th>Meal Plan Details</th>
<th>Cost</th>
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<td>19 meals/week, + $130 declining balance (mandatory for entering freshmen and students who have earned less than 24 credits)</td>
<td>$2,100/fall &amp; spring</td>
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<td>12 meals/week, + $130 declining balance (earned at least 24 credits or in second year of residency)</td>
<td>$1,686/fall &amp; spring</td>
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<td>7 meals/week, + $130 declining balance (earned at least 64 credits)</td>
<td>$1,134/fall &amp; spring</td>
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<tr>
<td>19 meals/week - Summer 2014</td>
<td>$595 each summer term</td>
<td></td>
</tr>
<tr>
<td>12 meals/week - Summer 2014</td>
<td>$460 each summer term</td>
<td></td>
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<tr>
<td>19 meals/week - Jan Term</td>
<td>$344 Jan Term</td>
<td></td>
</tr>
<tr>
<td>12 meals/week - Jan Term</td>
<td>$283 Jan Term</td>
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Financial Aid - Interns enrolled in the dietetic internship certificate program are not eligible to receive federal financial aid. However, financial aid from external sources such as scholarships and private loans are widely available. Interns are responsible for all expenses incurred during the program but may seek the assistance of the Financial Aid Services office to identify low-interest educational private loans for graduate students. The Office of Financial Aid can also be reached via phone or email at (205) 726-2905 and ofa@samford.edu.

LEARNING ASSESSMENT IN DIDACTIC COURSES AND SUPERVISED PRACTICE
There are two components to the Dietetic Internship, the didactic portion and the supervised practice portion. The didactic portion involves classes, either on campus or by distance education, on a daily basis in the spring semester, and on a weekly basis in the fall semester. Students are informed of their progress in didactic course work through grades earned on case studies, live discussions, papers, group projects, or other assigned work. All didactic work must be completed independently and successfully in order to complete the internship. The supervised practice portion includes all practice hours in each of the six rotations (Food Service Systems Management, Community, MNT (Clinical), Child Nutrition, Lifestyle MNT, and the Culminating Practicum). The required number of practice hours must be completed in order to complete the internship program. Preceptors will be formally evaluating the interns’ performance and achievement of competencies at the mid-point and the end of each rotation. There will be required projects, case studies, presentations, and papers which will be graded in the same manner as the didactic program course work. Interns in supervised practice will perform planned staff relief during the Foodservice, Community, and MNT rotations, however interns cannot be used to compensate for or support employee shortages and/or absences in any facility.

See policies on the Process for Site Selection and On-Going Review for Effective Intern Training for on-campus and distance interns in the Policy Section of the Handbook.

REQUIREMENTS FOR CONTINUED MATRICULATION AND COMPLETION OF THE INTERNSHIP
Successful completion of the Samford Dietetic Internship requires the following:

- **Achievement of 100% of all didactic and supervised practice competencies outlined by the ACEND 2012 Standards for Internship Programs in Nutrition and Dietetics, and program concentration competencies defined by the DI, demonstrated by:**
  - Achieving a minimum rating of meets competency / meets expectations (3 of 5 on Likert scale) in all supervised practice rotations and associated assignments and
  - Achieving a grade of B (83%) or higher in all dietetic internship courses (NUTR 501, 502, 503, and 510) and on specific didactic assignments for each course (as indicated on course syllabi).

Successful completion of all didactic coursework and mandated 1,200 hours of supervised practice must occur within 150% of program length (18 months). In order to successfully complete the Samford DI, all 1272 supervised practice hours and didactic course work must be successfully completed. All ACEND competencies must be met and evaluations from rotations must be satisfactory. Evaluation of performance in facilities is done at the mid-point and at the end of each intern’s supervised practice rotation. Evaluation meetings and conference calls are held to monitor the interns’ progress in achieving the core competencies. The Program Director will provide feedback to the intern on an informal basis throughout the internship.
Behavioral and academic integrity are expectations for successful completion of the Dietetic Internship, as outlined in the Academy’s Code of Ethics and Standards of Professional Performance and the Samford University policy on academic integrity as outlined in the student handbook. The Internship policy on Academic Integrity and Professional Behavior and the University policy on Academic Integrity are included in the Appendix.

Remediation/Withdrawal
If an intern cannot demonstrate satisfactory performance for any didactic course or supervised practice rotation, the intern is required to consult with the Program Director to schedule time in addition to normal supervised practice hours to repeat the task(s) required to demonstrate competence. For supervised practice, this time is scheduled in conjunction with the preceptor of the rotation in question. If the intern is not able to fulfill program competency, the intern will be required to withdraw from the program.

If an intern cannot demonstrate adherence to program policies and procedures as set forth in this handbook, the Samford Student Handbook, and guidelines identified on the University website, the intern will be required to withdraw from the program.

Maximum Time for Internship Completion
All Dietetic Internship students must complete the program within 150% of the initial program length, which is equal to 18 months.

Withdrawal and Leaves of Absence
An intern may withdraw from the program at any time. Once an intern withdraws, his/her position in the program is closed and is no longer available for re-admittance. If the intern wishes to reenter the program he/she must reapply as a new student. Previously paid tuition and fees are not refundable. Should the intern reapply and be reaccepted, the previous fees and tuitions will not be credited toward costs for the program.

An intern wishing to take a leave of absence from the Internship may request to do so in writing to the Program Director. The granting of the requested leave is at the discretion of the Program Director, pending approvals from the Department Chair, Nutrition and Dietetics, Dean of the School of Public Health, and the Vice Provost of the College of Health Sciences. The time frame associated with a leave of absence is not counted in the 18 months necessary to complete the Internship.

Reinstatement
If a student has been dismissed from the Internship for any reason, no future application will be considered. Students returning from an approved leave of absence will be reinstated into the Internship and will continue at the point where they left off.

Complaints
Students have a right to file a complaint regarding any aspects of the program, including but not limited to preceptors, training sites, faculty, or course or supervised practice requirements without fear of retaliation. The process and policy for complaints is outlined in the Student or Facility Complaints Policy located in the Appendix.
ATTENDANCE

Supervised Practice
Interns must be present for each day at each rotation. If it is necessary for the intern to be absent for any reason (including illness) from his/her supervised practice setting, the preceptor and the Supervised Practice Coordinator MUST be notified within 2 hours of the scheduled arrival time. Personal business is not an acceptable reason for an absence. Doctors’ appointments are not acceptable reasons for an absence and must be made on off-duty time. If this is not possible an intern must request permission from his/her preceptor to reschedule rotation time so no rotation time is lost. Interns should not schedule appointments before receiving approval from his/her preceptor and the Program Director.

All supervised practice hours will be documented by the intern using the Typhon Group Health Solutions Student Tracking System. The Typhon log will be submitted weekly.

*If the primary preceptor is unable to verify/sign the Weekly Timesheet on the last day of supervised practice for the week, they should verify and sign for the hours for which they were in attendance and designate an approved manager/supervisor/or secondary preceptor to verify any remaining hours in his/her absence. The intern should inform the Supervised Practice Coordinator of this designated professional prior to the preceptor’s absence (unless extenuating circumstances make this impossible).

The Onsite Intern Supervised Practice Rotation Schedule must be completed as pre-determined by the Program Director and Supervised Practice Coordinator. The Distance Intern Supervised Practice Rotation Schedule was predetermined by both the intern and preceptors prior to acceptance into the program and must be completed according to the submitted schedule. If an extenuating circumstance arises that necessitates altering a rotation and/or facility, a request must be written to the Supervised Practice Coordinator immediately, and at least one month prior to the scheduled rotation start.

Didactic Component
Interns are not excused from class or live discussions without prior written consent from the course instructor or Program Director. Reasons for absence must be explained in writing. Any absences from either the supervised practice or the didactic component must be made up. Arrangement for the make-up time must be made through the preceptor or course instructor and the Program Director. A course or rotation may have to be repeated if the lost time cannot be made up and competencies are not met.
### Nutrition and Dietetics Internship Program
#### 3-Semester Proposed Plan of Study

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 501 Nutrition Counseling and Wellness Promotion</td>
<td>NUTR 506 MNT Supervised Practice</td>
<td>NUTR 502 Cultivating Nutrition Health: Strategies for Reducing Chronic Disease</td>
</tr>
<tr>
<td>3 credits</td>
<td>392 Practice Hours</td>
<td>4 credits</td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 510 Research Methods and Applications in Dietetics</td>
<td></td>
<td>NUTR 503 Management Leadership in Nutrition and Dietetics</td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>III</td>
<td></td>
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</tr>
<tr>
<td>NUTR 504 Supv Prac in Foodsvc Systems Mgt</td>
<td></td>
<td>NUTR 507 Supv Prac Child Nutrition</td>
</tr>
<tr>
<td>200 Practice Hours</td>
<td></td>
<td>88 Practice Hours</td>
</tr>
<tr>
<td>2 credits</td>
<td></td>
<td>1 credit</td>
</tr>
<tr>
<td>NUTR 505 Supv Prac Comm Nutr</td>
<td></td>
<td>NUTR 508 Lifestyle MNT Supervised Practice</td>
</tr>
<tr>
<td>200 Practice Hours</td>
<td></td>
<td>120 Practice Hours</td>
</tr>
<tr>
<td>2 credits</td>
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<td>1 credit</td>
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</table>

- **Total Semester Credits: 10**
- **Total Semester Practice Hours: 400**

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
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<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 509 Culminating Practicum: Community Nutrition/PH Concentration</td>
<td>Total Program Practice Hours: 1272</td>
<td></td>
</tr>
<tr>
<td>272 Practice Hours</td>
<td>3 credits</td>
<td></td>
</tr>
</tbody>
</table>
I. SPRING SEMESTER 2015
Classes start Jan 5, end May 8
Final exams May 11-14; commencement 15th

NUTR 501 Jan 5 thru Jan 23
Mon-Fri 8 am - 10:50 am
Final exam Jan 26 afternoon

NUTR 510 Jan 26 thru Feb 13
Mon-Fri 8 am - 10:50 am
Final research project due by 5 pm Feb 13

(During these weeks will meet some afternoons for supervised practice preparation)

NUTR 504 Foodsvc Systems Management
Supervised Practice
Feb 16 thru Mar 27 (5 wk)
8 hr/day = 200 hours*
*(March 16-20 Spring Break)

Mar 30 thru Apr 3 – On campus to debrief and prepare for community rotation

II. SUMMER SEMESTER 2015

NUTR 505 Community Nutr Supv Practice
Apr 7 thru May 11 (5 wk)
8 hr/day = 200 hours*
*(April 6 Easter Monday Holiday)

May 12-14 – On campus to debrief and prepare for clinical rotations

III. FALL SEMESTER 2015
(expected dates Aug 17, end Dec 4
Final exams Dec 7-10; commencement 12th)

NUTR 502 Aug 21 thru Dec 4
Fridays 8 am-10:50 am

NUTR 503 Aug 21 thru Dec 4
Fridays 1 pm-3:50 pm

NUTR 507 Child Nutrition Supervised Practice
Aug 18 thru Sept 3
11 days @ 8 hr/day = 88 hours

NUTR 508 Lifestyle MNT Supervised Practice
Sept 8 thru Oct 1
15 days @ 8 hr/day = 120 hours

NUTR 509 Culminating Practicum – Community/PH Concentration
Oct 5 thru Dec 4*
(34 days @ 8 hr/day = 272 hours)
*includes 24 holiday hrs for Thanksgiving break
Dec 7-10 – On campus; prepare for the RD exam and Intro to the Professional Development Portfolio.

GRADUATION Dec 12th!
UNIVERSITY/CAMPUS SERVICES
The following university services are available to Samford Dietetic interns, and additional details may be accessed in the Campus Services section of the Student Handbook:

- University Center: The Hub 24/7 service center, post office, university bookstore, cafeteria and food court.
- Career Development Center
- Counseling Services
- Disability Resources
- Campus Dining Services
- Emergency Notification System via wireless messaging (RAVE)
- Samford Information TV Channel
- Post Office
- Public Safety and Emergency Management
- University Health Services

Testing Services
The Test Proctoring Center is provided as a service to assist faculty in their efforts to provide testing accommodations for students with disabilities. While it is preferable for students to take tests within close proximity to professors, Disability Resources is available to assist when this is not possible. The Center proctors tests ONLY for students registered with Disability Resources.

Location: Ralph W. Beeson University Center, Room #205
Hours: Monday - Friday 8:00AM-12:00PM (exams must be finished by 12:00PM)
1:00PM-4:00PM (exams must be finished by 4:00PM)

Additional information on test proctoring may be found on the University website.

University Libraries
A number of excellent libraries are housed on the University campus: the Samford University Library, the Lucille Stewart Beeson Law Library, and the Global Drug Information Center, located in the McWhorter School of Pharmacy. Holdings supporting the internship are primarily housed in the Samford University Library. Qualified staff members are at the circulation desk and the computer help desk for faculty and students. The Teaching and Learning Center, providing computer services and technology support services to faculty and students, is located in the University Library.

Currently, total periodical subscriptions in the University Library are over 62,000 and the total number of bound or electronic volumes is over 515,000. The library provides access to 3,948 current journals in medicine and health sciences. Total holdings include bound volumes, electronic books, books, periodicals, newsletters, videos, government documents, and computer assisted instruction materials. Resources are also available to students and faculty in the other libraries on campus. The University Library is open approximately 95 hours a week with a minimum of five staff members. In addition to the collection housed at the University Library, the University is a member of the Birmingham Area Consortium for Higher Education (BACHE), the Network of Alabama Academic Libraries, SOLINET, and OCLC. The BACHE allows students and faculty to check out books from the University of Alabama at Birmingham libraries, the Birmingham Southern College library, the University
of Montevallo library, and other libraries. The library also has reciprocal borrowing agreements with the American Theological Library Association and the Libraries Very Interested in Sharing consortia. Library services that will assist **Distance interns** include: electronic data bases, an extensive subscription catalog of e-journals, distance access to interlibrary loan materials, and free mailing of interlibrary loan materials to students enrolled in the distance education programs.

**Technology Resources**

Computer assistance is available from the Technology Services Help Desk, Room 326, Brooks Hall. Assistance is available Monday through Friday 7:00 a.m. until 7:00 p.m. Call (205) 726-2662 or e-mail support@samford.edu for additional information. The computing resources and assistance described here are all free of charge to Samford University students.

**Computing Laboratories** - Five general access computer laboratories are available to every student, except during times when one or more of the labs may be scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. For more information about laboratory resources, see the computer lab page at www.samford.edu/labs.

**Wireless Network Access** - Samford University is now offering wireless network access across the entire campus. This service provides students and employees the convenience and flexibility of using portable computing devices. For more information, see the wireless networking Web page at www.samford.edu/wireless.

**Recommended PC/MAC Laptop Hardware** - Technology Services establishes recommended hardware guidelines to assist in purchasing a computer for use at Samford University.

<table>
<thead>
<tr>
<th><strong>Windows Operating System</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Processor</td>
</tr>
<tr>
<td>Memory</td>
</tr>
<tr>
<td>Hard drive</td>
</tr>
<tr>
<td>CD/DVD drive</td>
</tr>
<tr>
<td>Ethernet</td>
</tr>
<tr>
<td>Wireless</td>
</tr>
<tr>
<td>Video card/VRAM</td>
</tr>
<tr>
<td>Ports</td>
</tr>
<tr>
<td>Battery</td>
</tr>
<tr>
<td>Operating system</td>
</tr>
</tbody>
</table>
**Mac Operating System**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Intel Core i5 2.5 GHz</td>
</tr>
<tr>
<td>Memory</td>
<td>4 GB RAM</td>
</tr>
<tr>
<td>Hard drive</td>
<td>At least 500 GB SATA hard disk (7200 RPM)</td>
</tr>
<tr>
<td>CD/DVD drive</td>
<td>Dual Layer DVD+-RW Drive</td>
</tr>
<tr>
<td>Ethernet</td>
<td>10/100/1000 Mbps (Gigabit) Ethernet</td>
</tr>
<tr>
<td>Wireless</td>
<td>802.11 a/g/n (WPA2 Enterprise-compatible)</td>
</tr>
<tr>
<td>Video card/VRAM</td>
<td>256 MB video RAM</td>
</tr>
<tr>
<td>Ports</td>
<td>At least 3 USB 2.0 ports</td>
</tr>
<tr>
<td>Battery</td>
<td>6-cell battery</td>
</tr>
<tr>
<td>Operating system</td>
<td>Mac OS 10.8.2</td>
</tr>
</tbody>
</table>

**Software:**
You will need word processing, spreadsheet, presentation, and browser software at a minimum.

**Dietetics Program Resources**
Nutritionist Pro software, food models, books and other reference materials are available in the Nutrition and Dietetics office. Loans on books and other materials owned by the department will be checked out by DI Program faculty. Interns are responsible for replacement costs if items are missing or damaged. Access to the Academy Nutrition Care Manuals for Adults, Pediatrics, and Sports Nutrition is available through the University Library online catalog.
UNIVERSITY AND PROGRAM POLICIES AND REQUIREMENTS

Equal Opportunity
Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business and Financial Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.

Protection of Student Confidentiality and Student Access to Personal Information
Samford University adheres to The Family Rights and Privacy Act of 1974 (FERPA). This federal law provides that colleges and universities will maintain the confidentiality of student education records. Full explanations of the rights and responsibilities of students, parents, faculty, and employees are detailed on the University Student Records website and also in the Student Handbook for University students.

All online information systems used by students and personnel at Samford are accessed securely via the CAS authentication system. CAS authenticates user log-on to multiple applications without gaining access to user security credentials, such as a password. All students officially admitted to Samford are provided with a secure access for logging into the Samford portal which then allows a secure log-in to the Moodle distance education platform. All students, local and distance, are assigned a unique ID and password which enables them to access the university’s protected online software portals, including Moodle. This creates a secure environment for assignment submissions, exams, grading and other student performance information. The burden of proper password security resides with the person to whom the password is assigned; students, as well as faculty and staff, are responsible for all activities associated with their user ID.

Health Clearance
Each intern will be required to obtain a general physical examination and submit the completed health form prior to orientation. This exam will document general health, medical history, and proof of Rubeola and Rubella antibody titer, Varicella and Hepatitis B series; a PPD (TB) test will be administered. These results must be signed by a physician. The physical exam/TB skin test must be performed prior to the time interns arrive on campus. No intern will be allowed in a supervised practice setting without a current physical, immunization record, and all other clearance forms on file with the Program Director. Additionally, all interns will be required to submit to any health and background clearances that are not part of the Samford University general requirements that are required by individual supervised practice sites. Completion of all ancillary testing and checks is the responsibility of the intern.
Health and Liability Insurance
All Dietetic Interns are required to carry personal health insurance and show proof of coverage prior to the start of the supervised practice experience each year. Health insurance will be automatically supplied and billed by Samford University unless the student provides proof of insurance to waive this coverage. Professional liability insurance coverage is required of each student enrolled in the program. Insurance is available through the Academy of Nutrition and Dietetics. Securing insurance is the responsibility of the intern. Cost varies, but is approximately $35 per year.

Drug Testing and Criminal Background Check
Prior to beginning supervised practice rotations, students will complete their drug test, criminal background check, and child abuse history clearance. The criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. These facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Homes, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities. The intern is responsible for the fee to obtain this clearance, which is provided through ESS.

Illness/Accident Reporting
Students are responsible for their own health care coverage. During the internship, the intern must be enrolled in a medical insurance plan which covers illness or injury. Interns must follow the incident/accident report procedures of the supervised practice site and the internship program. The Intern should be aware of the policies at each rotation site. A form is provided to Interns during orientation with the schedule of their practicum sites. The intern is to inform the preceptor and Program Director of the incident/accident immediately after its occurrence. The preceptor will guide the intern through the proper protocol for their site. If medical care is needed and is not provided by the supervising site, report to your personal physician or the Samford University Student Health Center.

NOTE: If you are ill, with elevated temperature, nausea, vomiting, diarrhea or any other symptoms of illness, do not report to your practicum site and contact your preceptor and the Program Director about your absence.

Travel
Interns are responsible for their safety to and from the University and rotation sites, and must take all precautionary measures to assure safety. It is the intern’s responsibility to provide reliable transportation to and from assigned sites at his/her own expense. The intern must have appropriate automobile insurance at all times during the program and must provide proof of coverage prior to beginning the internship. Samford University, the Dietetic Internship Program Director, Site Preceptors, Department Chairperson, Vice Provost and other employees of Samford University are not liable for the safety or conduct of an intern while traveling to and from the DI assigned sites.

Professional Appearance
Good grooming is one component of professional appearance and includes good health and body cleanliness. Interns are expected to dress in a professional manner for rotations, field trips, and any other public interactions representing the DI. Attire requirements will vary somewhat depending on the type of rotation and the facility where the intern is assigned. The intern should obtain a copy of the facility dress code on or before the first day of clinical rotations. The facility’s dress code guidelines may be followed by the dietetic intern, and may include wearing neckties for male interns. Regardless of rotation facility dress code, items shown in the Table below* are never acceptable for supervised practice, field trips, or any other public interaction representing the DI.
For SP in food production areas, closed-toed, non-slip shoes and a hair restraint should be worn. Jewelry should meet facility policies. The intern must follow all regulations from the Health Department when working in food service facilities. Fingernails should be short, clean and if a polish is used, it should be clear. No artificial nails are permitted.

Eating, chewing gum, and smoking are permitted only in designated areas and at assigned times in supervised practice settings.

Cellular telephones are suggested, but must be turned off, or on “vibrate”, during class or SP experience. This is a professional courtesy. Many facilities do not allow the use of cellular devices due to the interference with medical equipment. There should be no texting during work hours. Some hospitals will provide the dietetic intern with a pager during MNT rotation. These must be returned to the facility at the conclusion of the rotation. Phone calls and / or text messages should only be received during work hours for emergency purposes or as approved by your preceptor.

The Samford Dietetic Internship nametag should be worn at all times in class, in rotations, and on field trips. If a lab coat is required by the rotation, a clean and pressed white lab coat should be worn over professional attire. Interns are responsible for purchasing and laundering and ironing lab coats. Clothing should convey a professional, conservative image. If assigned to a fitness center, interns are to attire appropriately, yet professional for the setting.

<table>
<thead>
<tr>
<th>*The following items are considered inappropriate and are not to be worn, even if allowed by the rotation facility dress code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrubs of any type</td>
</tr>
<tr>
<td>Shorts</td>
</tr>
<tr>
<td>Cropped pants</td>
</tr>
<tr>
<td>Sundresses</td>
</tr>
<tr>
<td>Jeans</td>
</tr>
</tbody>
</table>

Bare legs - when wearing skirts/dresses, hosiery or tights are required

Tops or bottoms which show the midriff or expose cleavage

Any clothing that is too tight or too short

Sheer fabric without undergarments

Tops with only spaghetti straps which show under garments

Warm-up suits; sweatshirts and sweatpants

Un-ironed apparel

Hats or headgear unless related to cultural/religious beliefs or practices (caps are allowed if they are permitted as hair restraints by a foodservice rotation site)

Visible body tattoos or excessive body jewelry. Jewelry should be conservative and must be kept to a minimum for safety reasons.

Eating, chewing gum, and smoking are permitted only in designated areas and at assigned times in supervised practice settings.

Hair must be clean and neatly styled. Hair shoulder-length or longer must be pulled back in a restraint. Hairnets or other hair covering which contains all hair must be worn while in production or service areas. Male Interns must not have excessive facial hair. If present, facial hair must be neatly trimmed and covered while working in food production or service areas.
For **supervised practice in food production** areas, closed-toed, non-slip shoes and a hair restraint should be worn. Jewelry should meet facility policies. The intern must follow all regulations from the Health Department when working in food service facilities. Fingernails should be short, clean and if a polish is used, it should be clear. No artificial nails are permitted.

Cellular telephones are suggested, but must be turned off, or on “vibrate”, during class or supervised practice experience. This is a professional courtesy. Many facilities do not allow the use of cellular devices due to the interference with medical equipment. There should be no texting during work hours. Some hospitals will provide the dietetic intern with a pager during MNT rotation. These must be returned to the facility at the conclusion of the rotation. Phone calls and / or text messages should only be received during work hours for emergency purposes or as approved by your preceptor.

**Hygiene and neatness** are of the utmost importance.
If an intern’s appearance is considered inappropriate by the Preceptor, the intern will be asked to correct the situation before participating in scheduled activities and will be required to make up time lost.
APPENDICES
1. Rationale or background to policy:
In accordance with Standard 19 of the July 31, 2013 Update Version 1.04 of the 2008 ACEND Accreditation Standards for Dietetic Internships, the program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

2. Policy Statement:
The program director will select new rotation sites based on the ability of the site to provide dietetic interns with practical experiences which facilitate achievement of program mission, goals, objectives, and core and concentration competencies.

The program director or internship faculty having relevant expertise will meet with the lead preceptor and review competencies and learning activities appropriate to the site’s emphasis area. Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the DI and primary preceptor. An affiliation agreement will be obtained for any rotation site providing the equivalent of a full supervised practice rotation, and/or which will have an ongoing relationship for intern training throughout the program. Affiliation agreements must be signed by both parties before interns may be placed in rotation at that site. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary preceptor, and observations of the program director or other internship faculty when visiting the site.

Formal affiliation agreements have been developed, or in the event the agreement is prepared by the precepting site, reviewed by Samford University’s Office of General Counsel. The program director follows the rules and guidelines set and mandated by the General Counsel’s office. The affiliation agreements are maintained in good standing and are filed in the office of the program director. The duration of each affiliation agreement is three years.

3. Procedures: The formal agreement is in effect when the following have occurred:
   a. the site indicates willingness to precept Samford dietetic interns
   b. facility- and preceptor credentialing and expertise have been confirmed
   c. the DI policy and procedure manual has been reviewed
   d. program mission, goals, objectives, and rotation-specific competencies have been reviewed to determine whether the site can provide experiences which meet requirements
   e. the program director has visited the facility, or conducted an in-depth interview via phone or email, to ensure adequacy and provide preceptor training
   f. the facility acknowledges it can meet expectations for intern training and signs the agreement
<table>
<thead>
<tr>
<th>Policy Area:</th>
<th>Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precepting Facilities and Organizations for Distance Supervised Practice Rotations</td>
<td>Evaluation Criteria</td>
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<table>
<thead>
<tr>
<th>Title of Policy:</th>
<th>Effective Date:</th>
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<tbody>
<tr>
<td>Process for Site Selection and On-Going Review for Effective Intern Training</td>
<td>February 3, 2014</td>
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<table>
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<tr>
<th>Approved Date:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Date:</td>
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</table>

1. **Rationale or background to policy:**
   In accordance with Standard 19 of the July 31, 2013 Update Version 1.04 of the 2008 ACEND Accreditation Standards for Dietetic Internships, the program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

2. **Policy Statement:** All components of facility and preceptor qualifications expressed in the “Process for Site Selection and On-Going Review for Effective Intern Training” Policy applies, with the following additions:
   Using the guidelines provided by the program, distance interns will be responsible for identifying and engaging supervised practice sites that are appropriately accredited and which provide qualified preceptors. Once identified the intern will submit facility and contact names to the program director no less than six weeks prior to the beginning date of the rotation.

   The program director or internship faculty having relevant expertise will establish contact via phone, email, and/or VoIP in order to meet with the lead preceptor and review competencies and learning activities appropriate to the site’s emphasis area. The facility must demonstrate, through documentation of accreditation, licensure, and credentialing, as well as tools such as a website, descriptive brochure of the facility and its services, or other reliable information, that it can provide valid and appropriate supervised practice experiences to meet the expectations of the rotation for which it is being engaged. Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the DI and primary preceptor. An affiliation agreement will be obtained for any rotation site providing the equivalent of a full supervised practice rotation, and/or which will have an ongoing relationship for intern training throughout the program. Affiliation agreements must be signed by both parties before interns may be placed in rotation at that site. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary preceptor, and analysis of the depth and quality of the distance interns’ work as demonstrated on assignments.

   The remaining sections of the “Process for Site Selection and On-Going Review for Effective Intern Training” Policy apply as written.
# Complaint Resolution

## Student or Facility Complaints

**Effective Date:** February 3, 2014

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<tr>
<th>Approved Date:</th>
<th>Approved by:</th>
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</table>

## 1. Rationale or background to policy
The program or sponsoring institution must produce and make available to interns a complaint policy that includes procedures to be followed in the event of a written complaint related to the ACEND accreditation standards, student rights to due process, and appeal mechanisms. Students must receive information on how to submit a complaint to ACEND for unresolved complaints related to the ACEND accreditation standards.

## 2. Policy Statement
Students have the right to file a complaint regarding any aspect of the program, including a preceptor, supervised practice facility, course or supervised practice requirements, etc. without fear of retaliation.

## 3. Procedures
Complaints will be addressed with the following process:

1. File a written complaint with the DI Director within 90 days from the recording of the final grade in the relevant didactic or supervised practice experience.
2. Provide information to the DI Director at a mutually agreed time and forum about the circumstances of the complaint so the process may go forward.
3. Participate in the scheduled meeting with the DI Director and any other parties directly involved in the complaint for the purpose of developing a resolution to the complaint.
4. If the complaint is not resolved satisfactorily in the Dietetic Internship Department, a grievance may be filed with the university according to the guidelines provided in the university student handbook.
5. As a last resort, any unresolved complaints related to professional accreditation standards or other professional issues, students may contact:

   The Accreditation Council for Education in Nutrition and Dietetics
   120 South Riverside Plaza
   Suite 2000
   Chicago, IL 60606
   1-800-877-1600
**Policy Area:** Prior Assessed Learning (PAL)

<table>
<thead>
<tr>
<th>Title of Policy:</th>
<th>Assessment of Prior Learning for Internship Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>February 3, 2014</td>
</tr>
<tr>
<td>Approved Date:</td>
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<tr>
<td>Revision Date:</td>
<td></td>
</tr>
<tr>
<td>Approved by:</td>
<td></td>
</tr>
</tbody>
</table>

1. **Rationale or background to policy**

   Assessment of prior learning is designed to grant internship credit in specific rotations of the internship based on the qualified applicant's previous life experiences including work, volunteer, achievement, or education.

2. **Policy Statement:**

   The Samford DI has a process for granting internship credit in specific rotations of the internship based on an assessment of prior learning or competence. An intern's previous work, long-term volunteer experience, and/or achievement may qualify for PAL credit if learning which meets core competencies for registered dietitians can be demonstrated. Coursework in dietetics education or other academic programs is excluded from PAL.

3. **Procedures:**

   PAL application is made after an applicant is officially appointed to the Samford DI (after D&D Digital matching process is complete). Applicants will be directed to the PAL application directions and materials on a secure area of the Samford DI website. Completed application materials must be submitted to the DI Director no later than one month (30 days) prior to the beginning date of the initial internship semester.

   PAL application materials may be submitted via email to DI Director Mrs. Debra Morrison at dmorris1@samford.edu, or via mail to: Mrs. Debra Morrison, Dietetic Internship Director, SAMFORD UNIVERSITY, 800 Lakeshore Dr., Birmingham, AL 35229

   The DI Director will lead a faculty review of all submitted PAL forms and determine if and how much credit will be given. Additional documentation or clarification may be requested. Calls, e-mails or letters will be sent to contact persons listed on the applicant's documentation to verify prior learning activities.

**PAL Credit Rubric**

- **Foodservice Management Supervised Practice**
  - 6 months-1 year work experience = up to 40 hours PAL credit
  - 1-5 years work experience = up to 200 hours PAL credit
  - The supervised practice in Child Nutrition Programs/School Foodservice is not eligible for PAL.

- **Community Nutrition/Public Health**
  - 1+ years work experience = up to 100 hours PAL credit

- **MNT (Clinical)**
  - 1-4 years work experience = up to 100 hours PAL credit
  - 5+ years work experience = up to 200 hours PAL credit

Total rotation time credited for PAL may not exceed 400 hours. Tuition and fees for the internship remain the same regardless of the amount of PAL credit awarded. Although interns will still receive the full 25 internship credits, there will be a notation on the official transcript stating the hours that are waived due to PAL credit.
Policy Area: Ethical Behavior

Title of Policy: Academic Integrity and Professional Behavior

Effective Date: February 3, 2014

Approved Date:  
Revision Date:  
Approved by:

1. Rationale or background to policy
The program must have systems to maximize the likelihood that all interns who are accepted into the program will successfully complete it with the knowledge, skills and professional values required for practice. This entails adherence to Samford University policies and procedures for academic integrity as well as to the Academy’s Code of Ethics.

2. Policy Statement:
In keeping with the missions of Samford University, the College of Health Sciences and the dietetic internship, students are expected to adhere in every instance with the following ideals:

from Samford Office of Student Service and Values Advocacy:
“A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.”

from the Academy’s Code of Ethics for the profession of Dietetics:
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice.

3. Procedures:
In accordance with the university’s Code of Values and the definitions of academic integrity outlined in the Student Handbook, and with expectations set forth in the Academy Code of Ethics, if a student’s behavior is found to be unethical by a consensus vote of the DP faculty, the following progressive steps will be applied:
1) a verbal warning and counseling
2) a written warning and notification of the internship admissions committee
3) dismissal from the program based on consensus decision of the admissions committee, with each step in the process fully documented and placed in the student’s permanent department file.

For violations of academic integrity the internship aligns itself with university procedures as described in the university Student Handbook, located on the university website. A copy of the university’s policy and procedures is also included on the following page.

There can be overlap between the two realms of dietetics ethical violations and university academic integrity. In the event that inappropriate conduct violates both of these domains, the procedure for handling the matter will default to the Code of Ethics violation procedures in the interest of maximally assuring protection of the public from potentially harmful practice.
SAMFORD UNIVERSITY - ACADEMIC INTEGRITY POLICY for 2013-2014

Proposed process to manage academic dishonesty issues
The purpose of this proposal is to offer a process for adjudicating academic integrity violations by undergraduate students. This document is not intended to supplant existing graduate or professional school academic integrity processes. This process may be used by graduate or professional programs that do not have an academic integrity process in place.

ACADEMIC INTEGRITY
A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

I. ACADEMIC INTEGRITY VIOLATIONS
Academic integrity violations are acts of academic misconduct. The term academic integrity violation includes, but is not limited to, the following acts:

(1) Offering for course credit as one's own work, in whole or in part, the work of another.

(2) Plagiarism, that is, incorporating into one's work offered for course credit passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes, or another appropriate written explanation.

(3) Offering for course credit one's own work, but work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.

(4) Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration.

(5) Taking an examination for another student or knowingly permitting another person to take an examination for oneself.

(6) Giving, receiving, or obtaining information pertaining to an examination during an examination period, unless such action is authorized by the instructor giving the examination.

(7) Divulging the contents of an essay or objective examination to a student who has not taken the exam.

(8) Taking, keeping, misplacing, or tampering with the property of Samford University, a faculty member, or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.
(9) Failing to follow the instructions of a professor in completing an assignment or examination, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.

(10) Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it.

(11) Altering or falsifying academic or student record documents such as transcripts, change of grade forms, University excuses, and add/drop forms.

(12) Giving or receiving unauthorized assistance on an examination, assignment, project, or other academic assignment.

(13) Making a false report of academic dishonesty.

(14) Fabrication, falsification, or misrepresentation of data, results, analyses, or other studies, presenting the results of research or studies not actually performed, or manipulating or altering data to achieve a desired result, including the failure to report or suppression of conflicting or unwanted data.

II. PROCEDURES FOR ADDRESSING ACADEMIC INTEGRITY VIOLATIONS

In all instances of suspected academic integrity violations or academic misconduct, the faculty will decide whether an assignment or course grade adjustment, up to a grade of failure due to a violation of academic integrity (FX) for the course, is appropriate.

The University Registrar serves as the Academic Integrity Officer (AIO).

A. Faculty Actions Based on a Suspected Academic Integrity Violation

1) The faculty member suspects that a student violated academic integrity as defined in Section I.

2) If the faculty member is resolved in the belief that academic dishonesty occurred, the faculty member must address the issue with the student within 15 University working days after discovering the alleged violation. Based on the situation, the faculty member should consider having a witness at the meeting with the student. Once a faculty member has charged a student with academic dishonesty, the student may not withdraw from or change status in the course until the matter is resolved.

3) The faculty member is encouraged to consult with his or her department chair and or dean and may disclose information necessary for the chair and/or dean to provide guidance as a school official with a legitimate educational interest. The faculty member may also consult with colleagues about the suspected academic integrity violation. All such communications shall comply with FERPA. Faculty members may also consult with the AIO regarding a suspected violation.

4) If, after further review, the faculty member is satisfied that no academic dishonesty occurred, no report is filed. At that point, the allegations are dismissed, and the matter is closed.

5) If, after further review, the faculty member continues to believe that academic dishonesty occurred, the faculty member will submit an assignment and/or course grade adjustment. The sanction imposed by the faculty member may be no more severe than an FX grade in the course.
   a. The student is notified of the assignment and/or course grade adjustment and the option to appeal per the grade appeal process.
   b. The AIO is notified for tracking purposes and possible follow up. If the faculty member believes that sanctions in addition to a changed assignment and/or course grade are
warranted, the matter must be forwarded to the AIO for Academic Council review within 15 University working days of discovering the violation.

6) The faculty member and/or the department chair should retain all documents related to the academic integrity violation for at least five years following the date of the violation.

Faculty members are required to report all instances of academic dishonesty to the AIO. The AIO is responsible for creating a repository for all academic integrity violations and maintaining documents related to academic integrity violation.

B. Matters Directed to the Academic Council
The Academic Council will adjudicate the following matters in instances of academic dishonesty involving undergraduate students:

1) Instances when it is the student’s second or greater academic integrity offense.
2) Instances where a faculty member requests Academic Council review for consideration of sanctions in addition to a grade and/or assignment adjustment due to the seriousness of an academic integrity offense.

The AIO will determine whether a matter is the student’s first academic dishonesty infraction. In all instances where it is the student’s second or greater offense of academic dishonesty, the infraction is automatically referred to the Academic Council to determine if additional sanctions are warranted. A matter may also be directed to the Academic Council for review if the faculty member believes that the academic integrity violation warrants additional sanctions.

C. The Academic Council deliberation process will proceed as follows:

1) The AIO will compile forms and documents related to all student integrity violations and submit them to the Academic Council.
2) The Academic Council Chair will assemble a Hearing Panel and convene a hearing.
3) The Chair may, when necessary, request assistance from legal counsel and other University departments, as appropriate.
4) The Hearing Panel may confer with the AIO for consistencies in sanctioning.
5) The Hearing Panel will deliberate and impose sanctions by majority vote. Sanctions may include, but are not limited to probation, suspension, or expulsion.
6) The Hearing Panel will notify the AIO of the decision.
   a. In the case of a Hearing Panel decision of no additional sanctions, the AIO will notify the student and the faculty.
   b. In the case of a Hearing Panel decision imposing additional sanctions, the AIO will notify the student, the faculty, and the dean(s) of the appropriate school(s).
7) Expeditious deliberation by the Hearing Panel is an important priority. The Hearing Panel must convene and make their deliberations within 20 University working days after receipt of the matter by the AIO. In any of these cases, if there are not 20 University working days remaining in the semester, the matter must be handled at the start of the next semester.
III. THE ACADEMIC COUNCIL

A. Composition
The Academic Council is composed of a faculty member from each of the University's schools which provides undergraduate studies (*Howard College of Arts & Sciences, Ida V. Moffett School of Nursing, Brock School of Business, Orlean Bullard Beason School of Education & Professional Studies and School of the Arts*) and the University Library. The Council also includes five undergraduate students, one from each school. The faculty-to-student ratio for each hearing is three faculty members and two students.

Faculty members must be full-time faculty with at least three years of instructional or library experience at Samford University. Each student member must have a cumulative grade point average of 3.0 or higher at the time of the appointment and during service. The student members shall be appointed annually by the deans of the participating schools. Faculty members shall be appointed for three-year terms by their respective deans. A chair shall be selected each year by the faculty members of the Academic Council, although a chair may carry over from year to year.

B. Duties
The Academic Council:

(1) Determines through the process of a hearing whether an accused student has consistently or severely violated matters of academic integrity.
(2) Imposes sanctions for students who have consistently or severely violated matters of academic integrity.
(3) Completes the Hearing Panel Decision Template and notifies the AIO of the outcome of matters referred to the Council.

C. Jurisdiction
The Academic Council has exclusive jurisdiction over all academic integrity matters brought before them.

IV. ACADEMIC COUNCIL HEARINGS

A. Members for a Hearing
A hearing is convened with a Hearing Panel comprised of three faculty and two student members of the Academic Council. The hearing will not be affected by a member of the Hearing Panel disqualifying himself or herself after a hearing has begun.

B. Recusal
A member of the Hearing Panel shall recuse himself or herself if he or she believes that, in reaching a decision as to whether or not an accused student has consistently or severely violated academic integrity, he or she cannot act on the weight of the evidence without bias or prejudice. The Hearing Panel may, by majority vote, recuse one of its members from sitting on a hearing if that would best serve the interests of the Academic Council and the University.
V. SANCTIONS

A. Sanctions Imposed by the Faculty Member
If the faculty member finds a student guilty of academic dishonesty the possible sanctions include, but are not limited to, failure/grade penalty on the assignment or test, rewriting the assignment or test, and failure/grade penalty in the course. If a faculty member believes that it is appropriate for a student to be placed on probation, suspended, or expelled for the academic integrity violation, the faculty member must refer the matter to the Academic Council. Faculty must refer matters to the AIO for Academic Council review within 15 University working days of discovering the violation.

B. Sanctions Imposed by the Academic Council
If the Hearing Panel determines that the accused student has severely or consistently violated academic integrity, it may impose sanctions against the student. Whenever sanctions are imposed, the format in section VIII will be used. Possible sanctions include, but are not limited to probation, suspension, and expulsion as defined below.

(1) Probation
A process or period that may include restrictions or required activities such as community service, educational classes, and/or prohibition from participating in co-curricular activities.

(2) Suspension
Termination of student status at the University for a specified period of time.

(3) Expulsion
Termination of student status at the University permanently or for an indefinite period of time.

VI. APPEAL OF SANCTIONS
Any grade may be appealed through the grade appeals process as outlined in the University catalogue. If the student wishes to dispute the sanction(s) imposed by the Academic Council, he or she may appeal the sanction decision in writing to the AIO within five University working days of the date he or she receives notice of the Hearing Panel decision. In such a situation, the AIO, in discussion with the Provost and Executive Vice President, may review the record of the hearing, and the student’s academic and disciplinary records, and based upon this review, decide to:

1. Allow the sanction(s) to stand.
2. Modify the sanction(s) or impose a different sanction(s).
3. Suspend the sanction(s).

For issues regarding the same academic integrity incident, the AIO and Provost will consider a grade appeal and an appeal of the Academic Council’s decision on additional sanctions at the same time. The decision of the AIO and Provost as to the appropriateness of the sanction(s) is final.

VII. ACADEMIC COUNCIL CONFIDENTIALITY
The proceedings of the Academic Council and Hearing Panel are confidential and are subject to the provisions of the Family Educational Rights and Privacy Act and its implementing regulations.
VIII. HEARING PANEL DECISION TEMPLATE  (This completed form must be provided to the student)

Does the Academic Council Hearing Panel decide to impose additional sanction(s)?

Yes __________  No __________

If yes, what additional sanction(s) does the panel impose?

____________________________
____________________________
____________________________

State the reasons for imposing additional sanction(s) beyond the grade adjustment or other academic adjustment made by the faculty member:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Approved:

Signature of Hearing Panel Chair          Print Name  (date)

Signature of Hearing Panel Member         Print Name  (date)

Signature of Hearing Panel Member         Print Name  (date)

Signature of Hearing Panel Member         Print Name  (date)

Signature of Hearing Panel Member         Print Name  (date)

Signature of Hearing Panel Member         Print Name  (date)

The student may appeal this decision in writing to the AIO within five University working days of this notice.
POTENTIAL SANCTION(S) IMPOSED BY THE HEARING PANEL

1. Reflection letter
2. Skill remediation
3. Academic integrity seminar
4. Warning
5. Probation
6. Suspension
7. Expulsion
8. Withdrawal of credit for previously-accepted course or requirement
9. Revocation of degree or certificate
10. Referral to appropriate legal authorities
11. Referral to the appropriate authorities (E.g., NIH, OIG, grant sponsors, etc.)
Samford University
Dietetic Internship Board of Advisors

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DPD Student members* of the Board:  
Charita Lewis  
Junior, from Dothan, Ala.

Lauren D'Alessio  
Senior, from Pelham, Ala.

*There are two student members, appointed for one year, who will represent the interests of students enrolled in the DPD, and who will function as liaisons from the Board to the Student Dietetic Association.

At such time as students are admitted into the dietetic internship, there will be two interns, appointed for one year, who will represent the interests of current and future students admitted into the internship program.
Samford University
Dietetic Internship Program
Internship Handbook of Policies and Procedures

VERIFICATION OF RECEIPT AND AGREEMENT AND CONFIDENTIALITY STATEMENT
FILE COPY

I, ________________________________________________ have received a copy of the Samford
(print name)
University Dietetic Internship Handbook. I understand that it contains important information regarding
the Internship’s policies and my obligations as a Dietetic Intern.
I have familiarized myself with the material in the Handbook and understand that I am governed by its
contents. I attest that I understand all of the material presented in this handbook, and that I have been
given the opportunity to clarify any information I did not understand.
I understand and agree that I am bound by all policies and procedures outlined in the handbook, as well
as by the Academy of Nutrition and Dietetics Code of Ethics for dietetics professionals.
I understand and agree that the Samford University School of Public Health and the Dietetic Internship
Program have made no promise or guarantee that upon completion of the internship program I will
obtain employment in dietetics, nor do they ensure that upon completion of the internship program, I
will pass the registration examination for dietitians.
I also understand and agree that in my performance as a Dietetic Intern, I will maintain the
confidentiality of all medical and/or personal information regarding the patient, client and/or family at
all times. I understand that any violation of this confidentiality will constitute a breach of the Health
Insurance Portability and Accountability Act (HIPAA), the Honor Code of Samford University, and the
Academy of Nutrition and Dietetics Code of Ethics.

STUDENT SIGNATURE __________________________________________________
DATE _______________________________
(Distance students: Upon completion, please submit this copy through the Moodle Dietetic Internship
course website)